

TOKENHAM NEIGHBOURHOOD AREA PLAN

Consultation Strategy - General Principles

August 2017

This strategy is a derivative of that formally developed, adopted and pursued by the Tockenham Steering Group and Parish Council as part of their lengthy and active participation in the former North East Wiltshire Villages (NEW-V) Neighbourhood Plan Steering Group conducted under agreed principles, Wiltshire Council advice and legislation. Following disbandment of the NEW-V Group on 2nd March 2017, with each parish electing to prepare their own neighbourhood plan, the Tockenham Steering Group and Parish Council will continue their more local process on these same principles and utilise the same advice under the relevant legislation to prepare a Tockenham Neighbourhood Area Plan.

Overall, the planning process has and will involve several phases of consultation.

Phase 1: Early Community Engagement

Phase 2: Informal consultation on a draft plan

Phase 3: Formal Consultation

Prior to disbandment of the NEW-V Group, significant and recent community consultation had already been undertaken in Tockenham with regard to the neighbourhood planning process, in addition to preparation of the Community Led Plan and conduct of the Housing Survey. The relevant results of this prior work will be used to inform preparation of the more focussed Tockenham Neighbourhood Area Plan.

General Principles

- The Steering Group will seek approval from the Parish Council to follow this consultation strategy and ensure publication of the strategy on the village website – with notification on village noticeboards, in the parish magazine and by the village email circulation list - as to where it can be accessed. Hard copies to be made available on request.
- The Steering Group will seek approval from the Parish Council to proceed to consultation on the 'draft plan' before the consultation begins.
- There will be an opportunity to download (or provide in hard copy) a consultation form in PDF format from the village website and an e-mail address for return. The process will be monitored to prevent submission of duplicated consultation responses.

Submitting comments:

- Electronic and paper forms for the submission of comments will be identical.
- A central address and e-mail address will be provided for the return of written responses and e-mailed forms from the village website
- The costs associated with Phase 2 ‘Informal Consultation’ will be borne by the Parish Council.
- The costs associated with Phase 3 ‘Formal Consultation’ will be borne by Wiltshire Council
- Responsibility for Phase 2 ‘Informal Consultation’ lies with the Steering Group. Responsibility for Phase 3 ‘Formal Consultation’ lies with Wiltshire Council. Queries and comments on this Consultation Strategy should be made accordingly.

Phase 1: Early Community Engagement

Early Community Engagement commissioned by Wiltshire Council and the NEW-V Steering Group commenced in 2013. The consultation included:

- Tockenham Postcards of the Future Survey 2013 (Common Places)
- Tockenham Issues Report 2013 (Common Places)
- Community Consultations in May 2014
- Online Survey in Autumn 2014 (Common Places)
- Tockenham Community-Led Plan – completed early 2015
- Tockenham Housing Survey in December 2015

Phase 2: Informal consultation on a draft plan

Stage 1

- The consultation will be on a draft Neighbourhood Area Plan that has been agreed by the Parish Council.
- The consultation will run for a minimum of 6 weeks to comply with neighbourhood planning regulations.
- Wiltshire Council will support the consultation by providing a list of statutory bodies (e.g. Environment Agency and Natural England) that must be consulted to comply with the regulations but at this stage cannot host the consultation. This list of consultees will receive the draft plan and that consultation will run concurrent with the six week informal consultation.
- The consultation list will be supplemented by local knowledge to ensure local business and organisations are invited to comment.
- Wiltshire Council can raise awareness of the consultation through the Wiltshire Council web site.

- The draft Plan should be available to view:
 - At an open meeting
 - On the village web site
 - Circulated to the village email list
 - Hard copies available in the Village Hall and Church
 - Available on request from Parish Councillors.
- A hard copy of the consultation form and an explanatory leaflet explaining where the Draft Plan and other consultation material can be viewed (as above) will be delivered by hand to all households and businesses in the Parish.
- Additional copies will be made available for outside visitors at the church, village hall and any regularly used business premises. These organisations will be requested to publicise the consultation.

Stage 2

After the close of informal consultation:

- Comments received by the Parish Council and through the entire 'Stage 1' consultation will be collated by the Steering Group. The number and contents of comments received must be verified and agreed by the Parish Council.
- A summary of comments received should be made available to view on the village web site.
- There will be a written report on the process of consultation and the outcome of the consultation (e.g. number of comments received, verification process and the main issues raised relating to each chapter). At the informal stage it is not a requirement that each individual comment is responded to or reported.
- The draft report must be reviewed by the Parish Council and a decision made: (a) to proceed with the draft plan without amendment or (b) to review the draft plan and make amendments or (c) to reject the draft plan. A decision to update the draft plan must be ratified by the parish councils before submission to Wiltshire Council.
- The updated draft plan and the consultation report will be made available on the village website and via the village email list. Printed copies will be available on request.

Phase 3: Formal Consultation

- The decision to move to formal consultation will be made by the Parish Council after they have approved the complete draft plan.
- The consultation will run for a minimum of 6 weeks to comply with neighbourhood planning regulations
- The consultation will be advertised in the local papers.

Final – 27th August 2017

- The process will be managed by Wiltshire Council using their on-line consultation portal.
- The Parish Council will raise awareness of the consultation in the local area using similar methods as suggested in relation to Phase 2: Informal Consultation stage.
- Continuing involvement of the Steering Group during and after the formal consultation will be at the request of the independent examiner appointed by Wiltshire Council.

Appendix 1: Example of Questionnaire

Tockenham Neighbourhood Area Plan

Informal consultation on the draft plan

Ref:	(For official use only)
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The parish of Tockenham is working to produce a neighbourhood plan.

This is a plan for your parish and, once in force, will be used in the determination of planning applications. Before submitting a draft plan to Wiltshire Council for a period of formal consultation and examination, your views on the proposals for your area are sought.

Please return this form by [add date and time].

By post to: Tockenham Parish Clerk – Danielle Crawford, 72 Eider Avenue, Lyneham, Chippenham, Wiltshire SN15 4QZ

By e-mail to: clerk@tockenhamparishcouncil.gov.uk

PLEASE NOTE: all comments submitted will be made public

This form has two parts:

Part A – Your representation(s). Please use a separate sheet for each representation.

Part B – Anonymous comments will not be actioned so please provide personal details to accompany your comments. Communication regarding progress of the Plan and amendments to be made will be publicised to the whole parish by the village website, the parish magazine, the village notice-boards and the village email circulation list. Please note – no individual responses will be given.

Part A – Please use a separate sheet for each representation

1. **To which part of the Tockenham Neighbourhood Area Plan does this representation relate? (Your comment can relate to the whole plan, any chapter of the plan or an individual policy or paragraph)**

Chapter (please name)			
Policy:	Paragraph:	Table:	Map:

Other:			
Comment of support		Comment of objection	

2. Please explain your reasons

(Continue on a separate sheet/ expand box if necessary)

Part B – Personal details

Address or Email Address				
Relationship to parish (Please indicate)	Resident	Local business	Community group	Statutory consultee
Other (Please specify)				
Do you agree to this Plan in its current format?			YES	NO